



**EDUCATION AND WORK  
OFFICE OF VOCATIONAL**



**DEVELOPMENT CABINET  
REHABILITATION**

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**Joseph U. Meyer**  
Secretary

**Beth Smith**  
Executive Director

**AMENDED**  
**SERVICE FEE MEMORANDUM**  
CP-TB-10-11-05

**TO:** Office of Vocational Rehabilitation (OVR) Staff,  
Branch Managers, Counselors, and Assistants  
CDPVTC Director, Case Management Director, and Counselors  
Office for the Blind (OFB) Staff  
Gerry Gordon-Brown and Vanessa Denham, Client Assistance Program

**FROM:** Charles W. Puckett, Central Office Administrator  
Systems and Fiscal Management Branch

Teresa Barney, CRP Program Administrator  
Supported Employment/CRP Branch

**DATE:** February 9, 2011 **AMENDED: February 28, 2011**

**RE:** Skill Development Programs at Redwood Computer Learning Center  
(Redwood)

The purpose of this Service Fee Memorandum is to support the participation of consumers in two (2) Commission on Accreditation of Rehabilitation Facilities (CARF) accredited Skill Development Programs at Redwood. It will outline the reimbursement amounts that OVR will provide and the requirements that Redwood must meet in order to receive this reimbursement.

The Basic Computer & Office Skills (BCOS) Program consists of 288 total hours of instruction provided M-W-F for four (4) hours per day over a six-month period. Three (3) hours of instruction per day shall be classroom instruction with an instructor and a specific curriculum. The fourth hour of each instructional day shall be spent in a structured lab setting with an instructor present to guide learning and to provide opportunity for practice of concepts introduced earlier in the day or earlier in the curriculum.

This program consists of four distinct classes:

- Class #1 – Introduction to Computers
- Class #2 – Keyboarding
- Class #3 – Microsoft Office Suite
- Class # 4 – Office Basics/Applied Concepts Lab

At the completion of the BCOS Program, consumers will receive a diploma certifying the successful completion of the program including a list of the computer and office skills earned. Consumers will be prepared to apply computer skills in a work setting. The OVR counselor will receive a report containing the same information.

The fee for this program is \$2,520.00 to be invoiced at the end of the fourth week of the program. Materials fee for each class will be \$70.00 for a total of \$280.00 for the program.

Introduction to Essential Computer Skills

Redwood also offers a Work Enhancement Skills (WES) Program\* which is computer based. Students enrolling in this program are required to have basic computer skills. To support these needs, Redwood offers a four week program called Introduction to Essential Computer Skills. On counselor discretion, OVR can support consumer participation in this program. The program consists of four (4) discrete classes:

- Class #1 – Computer Basics
- Class # 2 – Keyboarding
- Class # 3 – Introduction to Microsoft Office Suite
- Class # 4 – Applied Concepts Lab

At the completion of this program, students will receive a certificate of completion certifying successful achievement of objectives, including a list of skills learned. Students will be prepared to participate successfully in the Essential Skills for Workplace Success Course.

The fee for this program is \$280.00

The above services are billed using Expenditure Code **331**, Skills Training With Competitive Employment Outcome.

<b>VENDOR NUMBER</b>	VC0000121232
<b>VENDOR NAME AND ADDRESS</b>	Redwood School and Rehabilitation Center 71 Orphanage Rd. Fort Mitchell, KY 41017
<b>REFERRAL CONTACT</b>	Brian Sergent (859) 331-0880; Extension 343

\*A separate program not addressed in this SFM which is billed under 36B, Adjustment Services.